

<b>POSITION DESCRIPTION</b>		<b>DEPARTMENT/DIVISION</b> Waste Water
<b>NAME</b>		<b>TITLE</b> Waste Water Superintendent
<b>PLACE OF WORK</b> Waste Water Treatment Plant		<b>GRADE</b> 9
<b>NAME/TITLE OF SUPERVISOR</b> Nathan Brown, Mayor		<b>WORKING HOURS</b> 8:00 am – 4:30 pm
<b>NAME/TITLE OF THOSE YOU SUPERVISE</b> Waste Water Treatment Plant Staff		<b>Exempt/Non-Exempt</b> Exempt
<b>%</b>	<b>Position Description</b>	<b>Performance Standards</b>
60	A. Supervise Staff	A1 Delegates responsibilities and supervises daily operations of waste water plant, including answering calls from citizens and other City employees regarding specific needs. A2 Assists in field when necessary.
20	B. Records Management	B1 Maintains and prepares daily records of work performed by plant staff, including but not limited to, equipment, maintenance, personnel, compliance, etc.
10	C. Communication	C1 Effectively communicates with the public and City officials concerning current and potential future problems. C2 Attends meetings as required.
5	D. Emergency Preparedness	D1 Conducts preparations for emergencies, including equipment or power failures, flooding, or plant failure, etc.
5	E. Comply with Safety Procedures and Regulations	E1 Maintains a safe and secure operation and structure ensuring compliance and regulations are adhered to. E2 Performs other duties as assigned by Mayor or City Administrator.

#### APPROVALS

The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

_____ Employee	_____ Date	_____ Supervisor	_____ Date	_____ Department Head	_____ Date
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